



**Jobbnorge-ID:** 120430

**Søknadsfrist:** Closed

**Nettside:**

**Omfang:**

**Varighet:**

## INFORMATION OFFICER (ADVISER/SENIOR ADVISER)

UNIS is searching for a motivated and engaged person, who will have the responsibility for building up the SIOS information services and procedures for their utilisation. The information officer will be employed by UNIS during the SIOS interim phase.

### **Description of the vacant position:**

The position include information and outreach activities, guide to services and functions of SIOS, including knowledge management, access to data, and infrastructure. Of major importance will be to establish and maintain the SIOS web portal. The position will contribute to the development of the education and training program which aims at providing the researcher and other user communities the skills and opportunities to make best use of the infrastructure. These services will be based on the preparatory phase documents D8.4 (Interactive web portal implementation plan. and D8.5 (Educational Program). See SIOS handbook at <http://www.sios-svalbard.org>).

The tasks are highly linked to other centre activities and the person in charge will have an important coordinating role. These activities will build in part upon work done by, and interact closely with, the Svalbard Science Forum (SSF).

### **The person employed will:**

- Co-ordinate and develop courses, workshops, seminars and conferences .
- Responsible for the development of the SIOS- KC visual profile.
- Responsible for the presence of SIOS KC- in social media.
- Develop a detailed specification for the interim phase information services.
- The position might be given other tasks in certain periods.
- Report to the SIOS director.

### **The applicant should have the following background and experience:**

- Minimum MSc degree within relevant field. Documented long-term work experience might substitute formal education qualification.
- Experience with web development and information/dissemination work.
- Experience with course, workshop, conference administration is an advantage.
- Good collaboration and communication skills.
- Excellent oral and written English skills.

The applicant needs to be structured, result oriented and a creative team player with an innovative and problem solving attitude. Personal attributes of the successful candidate are essential. It is an advantage to have knowledge about research activities in Svalbard and in the Polar Regions, and to have an international network of contacts.

### **Employer:**

UNIS is a state-owned limited company with five of Norway's universities represented on the board. We are located in a modern working environment in Longyearbyen, Svalbard, and are well equipped with both technical and scientific equipment and laboratories. The institution has an infrastructure for both marine and terrestrial field, lab and experimental research. Approximately half of the staff and students are from abroad.

### **We offer:**

- A fixed time contract ending on September 09, 2018.
- Free arrival passage for you and your family, and relocation expenses associated with initiation of the engagement.
- A fixed annual refund of expenses for trip related to vacation for you and your family.
- Membership in the Norwegian Public Pension Fund

### **Salary:**

All salaries are set in accordance with the Norwegian Government's University salary scale. Advisers are offered a gross salary normally within the scale of 55 (467 400) - 65 (560 400). Senior advisers are offered a gross salary normally within the scale of 60 (509 800) - 72 (640 400). The salaries are depending on experience/seniority and special cases a higher salary step can be considered. As resident of Svalbard, an annual allowance of NOK 32 000 (Svalbardtillegg) will be added to staff salaries. A social Security contribution of 2 per cent to the Norwegian Public Service Pension Fund will be deducted from the salary. Income tax on Svalbard is 8 per cent, plus 8.2 per cent toward National Insurance coverage.

### **Selection and appointment:**

A committee will evaluate the qualifications of the applicants. Based on the report, the top ranked person(s) will be invited for an interview. The appointment will be made by the UNIS director, based on the recommendation from the evaluation committee, the interview and the UNIS appointment committee. As UNIS would like to increase the percentage of females in academic positions, women are especially invited to apply.

### **Application:**

Inquiries about this position may be directed to: SIOS Director Ole J. Lønne, phone: + 47 79023358 or +47 90105400, e-mail: [olel@unis.no](mailto:olel@unis.no), or to Kim Holmèn, phone +47 79022612 or +47 48002935, e-mail: [kim.holmen@npolar.no](mailto:kim.holmen@npolar.no).

**Deadline for application is January 15, 2016**

## **Tilleggsinformasjon**

**Arbeidssted:**